

Quarterly Totals

Demographic Reporting Form

Positive Alternatives

Date: October-December 2015

Grantee Name: Neighborhood House

1. Client Age Range:

Under 15	15-17	18-19	20-24	25-29	30-34	35+	Unknown age
	1	1	2				

2. Client Pregnancy Status:

1st Trimester	2nd Trimester	3rd Trimester	Post-partum	Pregnancy Status Unknown
	1		1	2

3. Client Marital Status:

Married	Not Married	Marital Status Unknown
	3	1

4. Client Race:

Race: White	Race: African-American	Race: African-African	Race: American Indian	Race: Asian Pacific	Race: Other/ Multi Race	Race: Unknown
2				2		

5. Client Ethnicity:

Hispanic Ethnicity: Yes	Hispanic Ethnicity: No	Ethnicity: Unknown
2		

INSTRUCTIONS FOR COMPLETING DEMOGRAPHIC REPORTING FORM

- 1.** Enter the date covered by the reporting period. The date will correspond to the quarterly report (e.g., report due April 20th covers the period January 1 – March 31st; report due July 31st covers the period April 1 – June 30th, etc.).
- 2.** Enter your organization name.
- 3.** Numbers 1 – 5 ask for the demographic information that was previously collected on the Necessary Services Data Intake form. Enter the totals for each of the demographic categories in numbers 1 – 5 that were collected during the stated reporting period.
- 4.** Save the form as a new document. Send it in by email with your Update Report of the same quarter.
- 5.** Reuse the form each quarter.